



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

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ADMINISTRATIVE NOTES INDEX

This issue of Administrative Notes consists of an index to its contents for volumes one through six, September 1980 - December 1985.

The index is the result of the initiative and efforts of Kathleen Eisenbeis, Graduate School of Library and Information Science, University of Texas, Austin. Ms. Eisenbeis was assisted by a team of library interns consisting of: Susan Shaw, Judith Snow, Barbara Stock, Allison Supancic, and Christine Ta. Their efforts have culminated in a product which should prove to be of significant value to all participants in the Depository Library Program.

ADMINISTRATIVE NOTES INDEX
Volumes 1 - 6, September 1980 -
December 1985

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 Shaw, Judith Snow, Barbara Stock,
 Allison Supancic, Christine Ta

Introduction

From an initial issue composed of notes taken from shipping lists, Administrative Notes has grown in both length and breadth while changing in style, appearance and frequency. It has evolved from a channel of communication from Washington, D.C. to a two way channel between GPO and depository librarians. In 1981, Administrative Notes was used to publicize the state plan meetings and share letters and plans with the depository library community. Since 1983 Administrative Notes has been used to disseminate recommendations and program information from the meetings of the Depository Library Council to the Public Printer. It eventually supplanted its contemporary publication, Public Documents Highlights.

As the volume of content mounted, much material worth retrieving became lost in back issues. It is the intent of the Administrative Notes Index to provide a guide to that content as an aid to documents specialists already familiar with the terminology of the Depository Library Program. Development of a thesaurus for this body of information would greatly facilitate future indexing efforts.

The Administrative Notes Index has been presented in three parts: 1) the "Subject, Agencies, Titles Index" 2) a "Personal Names Index" and 3) a "List of Titles Affected". Because of the quantity of titles that have been included in Administrative Notes lists as discontinued, ceased, merged or changed, i.e. "affected", a separate listing has been created for quick reference. A title may appear in both the Index and the List of Titles Affected. Additionally, entries have been made in the Index

under each type of title list, e.g. Discontinued Titles (list), to pull all the references together if a compilation is desired. All such entries have been qualified as lists as shown in the example above.

Omissions

Dated material: shipping lists, survey announcements, special offers, meeting announcements. Senate hearings lists, which will be compiled in a separate publication of Administrative Notes, have also been omitted.

Depository Library Council Recommendations/ Resolutions

Recommendations/ resolutions have been grouped under the heading: "Depository Library Council to the Public Printer" and sub-arranged by date of the meeting, e.g. Fall 1985. There was nothing published regarding Council during 1982. Many recommendations dealing with recurring issues, such as the MARC tapes, as opposed to those offering praise, have also been indexed separately.

Names

Not all personal names are included. GPO administrative and management appointments, authors, speakers and panelists at Council meetings and names included in reports on projects are cited. A subject entry should be consulted if a name has been omitted in connection with a particular project.

Acronyms

Acronyms have been spelled out only in the main subject entries. Cross references for acronyms also only appear in "Subject, Agencies, Titles Index." For economy, acronyms are used in sub-headings. The "List of Titles Affected" uses acronyms as they appeared in Administrative Notes.

Alphabetization

Alphabetization is letter by letter with special arrangements for entries under the Library Programs Service, the

Monthly Catalog, Depository Library Council, and Census Bureau publications.

Authority List

The List of Classes has served as the authority list and guide for entering agency names and series titles in the Index. This means that agency names will begin with the first key word in the name avoiding the use of words like United States or Department. Generic titles (Digest, Bulletin, etc.) have been qualified by agency names as commonly used, e.g., Bulletin (Dept. of Transportation).

Entry Format

Example: material found in Volume 10, number 1, page 6 will be shown as:
10(1): 6. Page numbers have been supplied where omitted in the original text.

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December 1980
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**Administrative Notes, Cumulative
Index
v.1 - 6, 1980 - 1985**

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